



April 2016

### VISION STATEMENT

We will establish and maintain an innovative statewide 21<sup>st</sup> century information technology application that aids child welfare stakeholders in assuring the safety, permanency, and well-being of children at risk of abuse and neglect.

The agile approach to software design and development adopted in November 2015 has fundamentally changed how the Child Welfare Services New System (CWS-NS) Project, hereinafter referred to as “Project”, will approach its goal of ensuring the safety, permanency and well-being of California’s children. Rather than procuring a single monolithic, one-time solution, we will instead develop and integrate a suite of digital services through which we can deliver continually-improving support and assistance, that will aid state and county workers to effectively engage and assist children and families.

### MILESTONES

Project Milestone	Baseline Finish Date	Actual Finish Date	Status	Notes
<b>Last Day to Submit Final Proposals – Application Programming Interface (API)</b>	March 2016	March 2016	Completed	
<b>Submission of Special Project Report (SPR) #2 to California Department of Technology</b>	March 2016	March 2016	Completed	
<b>Submit Draft IAPD #1 to ACYF</b>	April 2016	March 2016	Completed	
<b>Release Agile Development Pre-Qualified (ADPQ) Vendor Pool Request for Information (RFI)</b>	May 2016	May 2016	Completed	
<b>Last Day to Submit Final Proposals - Intake</b>	April 2016	-	Behind Schedule.	Anticipated Finish Date: May 2016
<b>Release of Solicitation – Intake Implementation</b>	April 2016	-	Behind Schedule.	Anticipated Finish Date: May 2016
<b>API Contract Award</b>	May 2016	-	On Schedule	
<b>Intake Contract Award</b>	June 2016	-	Behind Schedule.	Anticipated Finish Date: August 2016
<b>Last Day to Submit Final Proposals – Intake Implementation</b>	June 2016	-	Behind Schedule.	Being re-planned.

### DIGITAL SERVICES PROCUREMENTS

- **API RFP** –Bids were received from several vendors by the final submission date in late March 2016. The API RFP evaluation team is in the process of evaluating the bids.
- **Intake RFP** –The Project completed three addenda with changes to the RFP and to provide additional time for vendors to develop their bids. Final bid submission is in May 2016.
- **ADPQ Vendor Pool** – On May 5, 2016 the Project released RFI (#75001) on BidSync to establish the ADPQ vendor pool that will provide the Agency with user-centered design and agile software development services.

### IMPLEMENTATION ADVANCE PLANNING DOCUMENT

The Project has received comments back from ACYF on the draft IAPD submitted in March 2016 and has begun updating the document to address any identified comments. The Project is targeting early May for a formal submission of the IAPD to ACYF.

### BUDGET

The Project submitted a Spring Finance Letter (SFL) to DOF in March 2016 reflective of the resource and schedule adjustments identified in SPR #2. On April 21st, the CWDS went before the Senate Budget Subcommittee to discuss the OSI CWS-NS Budget Change Proposal (BCP) and the CDSS SFL. The budget requests have been held open.

## TEAM ACCOMPLISHMENTS

Team Name	Major Accomplishments
<b>Technology Platform</b>	<ul style="list-style-type: none"> <li>• Responded to vendor questions and completed the addenda related to the API and Intake RFPs.</li> <li>• Participated in the evaluation of API vendor proposals.</li> <li>• Developed screening criteria for the Pre-Qualified vendor pool.</li> <li>• Developed draft Request for Information (RFI) for the establishment of the ADPQ vendor pool.</li> <li>• Continued the configuration of the server infrastructure on CalCloud for both the production and development environments.</li> </ul>
<b>Intake</b>	<ul style="list-style-type: none"> <li>• Developed user stories for seven new Epics</li> <li>• Completed review of 193 user stories to identify duplicates and verify linkage to the correct Epic in anticipation of backlog prioritization</li> <li>• Refined user stories, acceptance criteria, and pivotal tracker labels</li> <li>• Added Intake Milestones into the MS Project Schedule</li> <li>• Responded to vendor questions for Intake RFP Addendum 2</li> <li>• Developed and released Intake RFP Addendum 3</li> <li>• Collaborated with the Licensing service delivery team and API in regards to RFA/home approval scope</li> </ul>
<b>Licensing</b>	<ul style="list-style-type: none"> <li>• Continued refinement of the licensing draft Scope of Work after soliciting comments from other CWDS teams</li> <li>• Began development of user persona profiles</li> <li>• Set up Pivotal Tracker backlog and upcoming sprints</li> </ul>
<b>Project Management Office (PMO)</b>	<ul style="list-style-type: none"> <li>• Baselined SPR#2 in MS Project schedule</li> <li>• Provided overview of Schedule Update process to project team</li> <li>• Provided training on the Requirements Traceability Process</li> <li>• Aligned Governance Plan, Risk and Issue Management Plan, Schedule Management Plan and Requirements Management to the Agile methodology and started upload of plans and processes to Github</li> <li>• Started alignment of Agile methodology to the Contract Management Plan, Procurement Management Plan and Deliverables Management Plan.</li> <li>• Conducted interviews for a DPM III and two Senior ISA positions.</li> </ul>

## TEAM ACCOMPLISHMENTS

Team Name	Major Accomplishments
<b>Facilities/Environment</b>	<ul style="list-style-type: none"> <li>• Began collaborative space design meetings with Campbell Keller for the rebuild of 2870 Gateway Oaks Dr.</li> <li>• Collaborated with DGS on demolition and construction plans for 2870 Gateway Oaks to ensure there is alignment with the project's vision.</li> <li>• Drafted channel naming procedures for our projects communications tool, Slack.</li> </ul>
<b>Data Management</b>	<ul style="list-style-type: none"> <li>• Initiated outreach to statewide organization of Information Technology managers for probation departments.</li> <li>• Appointed a county user representative to co-chair the Data Quality Workgroup for CWDS.</li> <li>• Continued to work with legacy system prime vendor to cleanse database of duplicated data entries.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Completed drafts of the external communications of the RFI release of the ADPQ vendor pool.</li> <li>• Configured Twitter and LinkedIn accounts to support RFI external announcement.</li> <li>• Supported new, more adaptive processes for external communications of project updates.</li> </ul>
<b>Program Policy</b>	<ul style="list-style-type: none"> <li>• Developed comments for submission to ACYF on the Supplemental NPRM for AFCARS requirements</li> <li>• Continued policy analysis efforts. Four policy analysis requests remain outstanding for the Intake team.</li> <li>• Analyzing policy aspects of a court interface</li> <li>• Continued to track/analyze 2016 Senate/Assembly bills with impacts to CWS and CCL-CR</li> </ul>
<b>Implementation</b>	<ul style="list-style-type: none"> <li>• Completed draft version of a test plan with a User Acceptance Testing section</li> <li>• Completed Intake Implementation RFP review with STPD, Legal, and ACYF.</li> <li>• Started editing the Intake Implementation RFP to shift responsibility of Organizational Change Management SOW from the project to the implementation vendor. This will likely move release of solicitation from 4/26/2016 to 5/9/2016 at the earliest.</li> </ul>
<b>System Administration/Infrastructure</b>	<ul style="list-style-type: none"> <li>• Completed first draft of CWS/CMS current infrastructure diagram and submitted to management.</li> <li>• Acquired at no cost, the services of several vendors to donate/dispose of a decade's worth of e-waste stored at CWS/CMS.</li> <li>• Installed and tested the wireless broadband network in the office.</li> <li>• Managed and monitored software product upgrades and maintenance on the CWS/CMS mainframe and midrange environments at the Data Center.</li> <li>• Upgraded all CAD (County Access to Data) servers.</li> </ul>

## PROCUREMENTS & STAFFING

Due to procurement resource constraints the project is behind schedule on several upcoming procurements. To resolve this issue, the project has prioritized all upcoming procurements and has redirected staff from within CDSS and OSI to assist in this functional area.

Procurement	Baseline Finish Date	Actual Finish Date	Status	Notes
Agile Coach Consultant	Feb. 2016	Feb. 2016	Completed	-
Agile Coach/PM Consultant	June 2016	April 2016	Completed	-
Procurement Support Consultant	June 2016	-	Behind schedule	Finish date is now projected to be July 2016. Procurement currently being finalized by State prior to release.
CWDS Solution Architect	June 2016	-	Behind schedule	Finish date is now projected to be July 2016. Procurement currently being finalized by State prior to release.
Stakeholder Communications Consultants	June 2016	-	Behind schedule	Finish date is now projected to be Aug. 2016. Project currently developing Statement of Work (SOW).
User Research and Design Consultant	June 2016	-	Behind schedule	Finish date is now projected to be Aug. 2016. Procurement currently being finalized by State prior to release.
FAS Interface Consultant	June 2016	-	Behind schedule	Finish date is now projected to be Sept. 2016. New start date coincides with Licensing vendor onboarding.
Probation County Consultant	June 2016	-	Behind Schedule	Finish date is now projected to be Nov. 2016. Project currently engaging in on-going recruitment of qualified candidates.
Intake County Consultant	June 2016	-	Behind schedule	Finish date is now projected to be July 2016. State developed standardized county consultant template. Contract currently being finalized by State.
ACYF Advisor Consultant	July 2016	-	On schedule	Contract currently being finalized by State.
Licensing County Consultant	Sept. 2016	-	On schedule	Qualified candidates are currently being interviewed by the State.
Case Management County Consultant (two positions)	Jan. 2017	-	Not started	-
Case Management County Consultant (five positions)	Mar. 2017	-	Not started	-
Platform County Consultant	Mar. 2017	-	Not started	-
Public Health Nurse	Mar. 2017	-	Not started	-
Security Consultant	April 2017	-	Not started	-
Resource Management County Consultant	Oct. 2017	-	Not started	-
Court Processing County Consultant (two positions)	Oct. 2017	-	Not started	-
Financial Management County Consultant (two positions)	Apr. 2018	-	Not started	-
Eligibility County Consultants (two positions)	Apr. 2018	-	Not started	-

## STATE STAFFING

The **Office of Systems Integration** currently has three vacancies.

The Project continues to conduct a resource assessment to determine staffing changes which may need to take place in order to support the execution of the Project's new direction to implement an agile methodology. As part of this assessment, three current IT vacancies will be filled by staff to serve as Scrum Masters on the Project. These positions have been advertised and the Project plans to conduct interviews during May 2016.

The **California Department of Social Services** currently has two vacancies.

The vacancies on the Project's program side continue to be recruited for experienced and current Child Welfare Services SMEs for state policy and oversight to support the CWS-NS effort.

In addition to these positions the project requested the following new positions in SPR #2:

Classification/Title	Baseline Finish Date	Actual Finish Date	Status	Notes
Attorney III/Project Attorney	July 2016	-	On schedule	
Senior Information Systems Analyst (Sr. ISA)/Case Management Scrum Master	July 2016	-	On schedule	
Data Processing Manager II (DPM II)/ State and Federal Reporting Manager	July 2016	-	Ahead of schedule	Job announcement released. Planned to onboard by May or June 2016.
Career Executive Assignment (C.E.A) Level A/Digital Service Director	July 2016	-	On schedule	Redirected position from within CDSS. Currently on loan until July 1 or enactment of Budget Act.
C.E.A Level A/Communications Service Manager	July 2016	-	Behind schedule	Anticipated finish date: October 2016
C.E.A Level A/Intake Service Manager	July 2016	-	On schedule	Redirected position from within CDSS. Currently on loan until July 1 or enactment of Budget Act.
C.E.A Level A/Licensing Service Manager	July 2016	-	On schedule	Redirected position from within CDSS. Currently on loan until July 1 or enactment of Budget Act.
Staff Services Manager (SSM) II/Licensing Performance Analyst	July 2016	-	On schedule	Redirected position from within CDSS. Currently on loan until July 1 or enactment of Budget Act.
Sr. ISA/Security Analyst	July 2017	-	Not Started	-

## RISKS & ISSUES

The Project has revised the Risk and Issue Management process flow in order to align with the agile approach. The Project reports high priority Risks and Issues in this section.

### RISKS

For this reporting period the Project does not have any high priority risks to report.

### ISSUES

Description	Resolution Plan
<b>IV-E Eligibility determination in proposed CWS-NS solution:</b> According to ACYF, the IV-E eligibility determination of the proposed CWS-NS solution – which envisions using three existing State Automated Welfare (SAW) Systems – fails to be SACWIS compliant	<ol style="list-style-type: none"><li>1. Form a state/county workgroup comprised of CWS-NS project team members, and staff of OSI’s Consortium Management Unit (CMU), representatives of LRS, C-IV, and CalWIN, and affected counties.</li><li>2. Define and develop consensus for the minimum level of automation in SAWS that is needed to support end-to-end FCED business processes.</li><li>3. Conduct a gap analysis to compare current SAWS business processes against the minimum level of automation required to support end-to-end FCED business processes.</li><li>4. Work with OSI CMU as it coordinates the design, acquisition, development, and implementation of a FCED business rules engine that will be consumed by LRS and CalWIN, AND identify opportunities to incrementally bring the SAWS’ end-to-end FCED business processes to an acceptable level of automation.</li><li>5. Decide how to fund changes to the SAWS.</li><li>6. Advocate with ACYF, CMS and FNS for consensus on an “acceptable” level of automation that is most efficient, effective and economical for California.</li></ol>